

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



PROJECT SUPERVISOR

Salary Range:

\$ 898.00 - \$1,154.50

POSITION

Vacancy is in the Environmental Health Division of the Department of Health and Human Services. Under direction, assists in the coordination and supervision of all aspects of Public Health/Environmental Health and provides hands-on field-related support/management to all the Environmental Health Division Programs. Serves as the lead person in the absence of the Manager of the Environmental Health Division and serves as the lead Public Health Sanitarian within the Public Health Safety Program. Coordinates environmental related investigations and all public health activities including, but not limited, to, asbestos abatement/lead, water and sewage violations, indoor air quality and hazardous waste complaints, sanitary food inspections, plan review, and temporary food service event inspections. Trains and standardizes field staff on the proper investigation techniques. Assists the Manager of the Environmental Health Division in all communicable disease and environmental investigations. Conducts institutional inspections such as public swimming pools/bathing areas, day cares and schools. Prepares high-level assessments of environmental data and technical reports. Provides 24-hour response for all public health/environmental emergencies. Conducts surveys and field investigations as necessary. Performs related work as required. The hours of this position are 37.5 per week, and the above salary includes 5% in lieu of overtime.

QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public health, or a related science. A Master's degree in public health or health related field is preferred. Five years of experience in public health, at least one year of which must have been in the area of environmental health. Wherever possible, appropriate equivalents will be considered. **A copy of your degree or transcript must be attached to your application. A degree or transcript submitted will be verified by the Human Resources Department. Applications without proper documentation will not be processed.**

NECESSARY SPECIAL QUALIFICATIONS

Must be a Connecticut Sanitarian and possess a Connecticut Food Inspection certification as administered by the State of Connecticut Department of Public Health. Possession of a Valid driver's license is required. **APPLICATIONS WITHOUT COPIES OF THE REQUIRED LICENSES WILL BE DISQUALIFIED.**

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of the Connecticut General Statutes and Connecticut Public Health Code; Knowledge of all Department of Public Health programs and regulations as they relate to local public health department enforcement activities; Knowledge of computer software such as MS, Excel and Word; Ability to prepare and manage reports related to the environmental health database; Ability to conduct food service plan review, sanitary food inspections and perform foodborne illness investigations; Ability to collect and analyze statistical/technical data and environmental assessments; Ability to establish and maintain effective working relationships with subordinates, colleagues, and the public; Ability to plan, assign and supervise the work of subordinates; Ability to communicate effectively, orally and in writing. If selected for the position, you will be required to pass a physical examination administered by a City physician and may be required to pass a drug and alcohol screening examination and a background check. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.

No: 2320

Issued: 2/22/2006

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

DEPARTMENT OF HUMAN RESOURCES

MUNICIPAL BUILDING
550 MAIN STREET
HARTFORD, CONNECTICUT 06103
TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

CHANGE OF ADDRESS: It is your responsibility to notify the Department of Human Resources of any Change of Address on your application.